Digitized by the Internet Archive
in 2012 with funding from
LYRASIS Members and Sloan Foundation

http://archive.org/details/toolsoftradelist001990

I 29.2
T 61

TOOLS OF THE TRADE

A Listing of Materials and Equipment for Managing Museum Collections

Curatorial Services Division
Cultural Resources, Washington Office
National Park Service

April 1990

UNIVERSITY OF GEORGIA
JUL 13 1990
LIBRARIES
DEPOSITORY

TOOLS OF THE TRADE

TABLE OF CONTENTS

		Page
	Introduction	2
I.	Record Keeping Supplies	4
II.	Storage Containers	10
III.	Specialty Curatorial Items	17
IV.	Natural History Supplies	21
V.	Museum Cabinetry, Shelving, and Specialty Racks	25
VI.	Environmental Monitoring and Control Apparatus	32
VII.	How to Get Assistance	38
	Supply Order Form	40
	Supply Source List	41
	Vendor Address List	47
	Index	52

INTRODUCTION

The Curatorial Services Division's Harpers Ferry office operates a program to assist parks in obtaining specialty supplies and equipment to properly care for museum collections. The supplies are provided in modest quantities free of charge. Source information can be provided when parks need to order larger quantities than can be provided by this program. For further information, call Curatorial Services Division. Supplies: 304-535-6132 (FTS 925-6132); Technical advice: 304-535-6072 (FTS 925-6072).

Major pieces of museum equipment are available from the Division either through loan or through an equipment program funded through the Cultural Resources Preservation Fund (CRPF). Curatorial Services Division (CSD) issues an annual call to the regions requesting prioritized museum storage equipment needs. Based on those needs, funds are transferred to regions to puchase equipment.

Having the NPS museum supply and equipment needs addressed through a centralized program yields benefits to the Service that may not be possible or practical if these needs were managed independently by individual parks.

° The Curatorial Services Division is able to achieve cost economies by utilizing the General Services Administration (GSA) and Federal Supply System (FSS) contracts as well as by developing term contracts that reflect Servicewide needs and quantitites at quantity discounts. Contracts are negotiated that simplify purchases of museum equipment for parks.

° Improvements, refinements, and developments in museum equipment result from efforts between CSD and equipment manufacturers.

° To ensure that NPS collections receive optimum benefit from the specialized supplies and equipment used, research is conducted by CSD staff and contractors to determine appropriateness. For example, research was conducted on the proper pH, stability, and inertness of various storage materials.

The supplies and equipment listed comply with standards in the Museum Handbook, Parts I and II. The list of supplies and equipment is grouped as follows:

I. Record Keeping Supplies

Marking, measuring, and photography materials as well as standard record keeping forms described in Museum Handbook, Part II, Museum Records.

II. Storage Containers

Boxes, folders, envelopes, enclosures, bags, and trays that chemically and physically protect museum objects.

III. Specialty Curatorial Items

Materials and devices useful in caring for collections, such as locks, gasket retrofit kits, gloves, etc.

IV. Natural History Supplies

Basic materials used to prepare and maintain herbarium, entomological, and wet specimens; official NPS labels for natural history specimens.

V. Museum Cabinetry, Shelving, and Specialty Racks

Cabinets, shelving units, and racks that have been designed or found applicable for the storage of museum collections.

VI. Environmental Monitoring and Control Apparatus

Instruments, devices, and materials recommended for measuring and controlling environmental conditions that affect museum collections.

NOTE: Curatorial Services Division Inventory Numbers for supply items stocked are indicated in brackets following the item name. Source information can be provided for items listed without inventory numbers. Often a price is negotiated through the Servicewide contracting process.

Please submit written requests using the Supply Order Form (which can be photocopied at the end of this catalog). However, if there are any questions about the use of supplies and equipment, please call the Curatorial Services Division. If there is an urgent need for supplies, orders may be placed by telephone. Also contact the Division for source information on items not stocked.

Supplies: 304-535-6132 (FTS 925-6132)
Technical Information: 304-535-6072 (FTS 925-6072)

I. RECORD KEEPING SUPPLIES

RECORD KEEPING SUPPLIES

Record keeping materials are carefully selected and forms designed and printed to ensure consistency in archival quality, format, and function for accessioning and cataloging cultural and natural history collections. For instructions on using the following materials see Museum Handbook, Part II, Museum Records.

Cataloging Kit

This kit includes the materials used to examine, measure, test, and mark museum objects. The kit consists of the following items, which can be requested individually:

- **Plastic catalog box [C01]** containing:

- Bottle of **clear lacquer [C05]** - an acrylic resin/acetone lacquer used as a base spot foundation and top coat for marking numbers on museum objects.

- **Technical Pen (Rapidograph®) [C10]** - A drawing pen for marking catalog numbers in black ink.

- **Crowquill Pen [C30]** - A pen for marking catalog numbers in white ink.

- **Permanent inks** (black **[C06]** and white **[C37]**) - Fade resistant, indelible inks for marking numbers. The two inks provide visual contrast to objects of variable colors.

  Acceptable inks are Higgins Black Magic, Koh-I-Noor Rapidograph white No. 3080-F and Pelikan A white.

- **Pencil [C11]** "H" hardness for marking paper objects. Pencil lead is hard enough not to smear, yet soft enough not to indent paper fibers.

- **Artist brushes [C21]** (small sable tip) - Used as a lacquer applicator and to mark numbers on large equipment or furnishings.

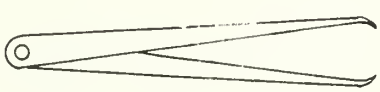
- 100% cotton **textile marking tape [C15]** - Catalog numbers are marked on this tape using permanent black ink; the tape is then sewn on a textile.

- **Needles [C16]** and **thread [C17]** - Appropriately sized needles to minimize damage and durable cotton thread for sewing labels to textiles.

- Clear **rules [C14]** (metric and SAE)

- **Tape measures** (metal **[C12]** and cloth **[C13]**, metric and SAE)

- **Calipers [C18]**



- **Metric conversion table [C22]**

- **Magnifying glass** or linen tester **[C20]** - Used to closely examine object surfaces.

- **Magnet [C07]** - Used to distinguish between ferrous (iron) and non-ferrous metal objects.

- **Tweezers [C19]** (stamp handling type with squared ends) - Used to lift paper documents off flat surfaces.

- **White cotton gloves [C23]** - Used when handling objects.

Museum Forms

Illustrations and instructions for completing these forms are provided in Museum Handbook, Part II, Museum Records.

- **Form 10-94, Collection Management Report [F08]** - A required annual report, providing annual statistics on incoming and outgoing objects and their documentation.

- **Form 10-95, Accession Receiving Report [F09]** - Used to document receipt of objects and to collect from owner, field collector, or lender pertinent information on accession.

- **Form 10-95a, Accession Receiving Report List [F10]** - Used to inventory objects in the accession.

- **Form 10-96, NPS Archival and Manuscript Collection Container List [F11]** - Used as an aid to inventory and describe contents in boxed archival collections.

- **Form 10-97, Object Temporary Removal Slip [F12]** - Used in storage or exhibits in place of object to indicate object's removal from its assigned location.

- **Form 10-98, Incoming Loan Agreement [F13]** - Used to document pertinent information regarding a loan to the NPS.

- **Form 10-98a, Incoming Loan Agreement Listing [F14]** - Used to record an inventory list of objects included in a loan to the NPS.

- **Form 10-127, Loan of Specimens [F15]** - Used for loans of museum objects from one park to another or from the NPS to an outside organization.

- **Form 10-252, Object Treatment Request** - Used to document requests for conservation treatment. Available from Division of Conservation, Harpers Ferry Center.

- **Form 10-253, Accession Work Sheet [F58]** - This work sheet lists the same accession data fields as the ANCS computer screen for cultural resource and natural history objects with additional space for description. Use as a rough draft, not for permanent record.

- **Form 10-254 (Rev.), Museum Catalog Record - Cultural Resource** - This is the basic museum record card for cataloging cultural history museum objects. It has fields for classification, identification, and description. Used for cataloging archeology, ethnology, and history (including archives) objects.

10-254-CR (3-part) [F01]
10-254-CR (2-part) [F50]
10-254-CR (1-part) [F51]

- **Form 10-254B, Museum Catalog Record - Natural History** - The basic museum record for cataloging natural history specimens. Used to catalog biology, geology, and paleontology objects.

10-254-NH (3-part) [F03]
10-254-NH (2-part) [F52]
10-254-NH (1-part) [F53]

Note: Both natural history and cultural resource cards are comprised of three parts [a white archival original copy, a blue working copy, and a white cardstock classification copy--card stock is optional for records completed using Automated National Catalog System (ANCS)]. Cards can be obtained in a three-part configuration with all three copies together or a two part configuration with the white original and the blue carbon copy together and the white cardstock classification file copy separate.

- **Form 10-254C, Cultural Resource Catalog Work Sheet [F04]** - This work sheet lists the same data fields as the ANCS computer screen for cultural resource objects with additional space for description. Use as a rough draft, not for permanent record.

- **Form 10-254D, Natural History Catalog Work Sheet [F05]** - This work sheet lists the same data fields as the ANCS computer screen for natural history specimens with additional space for description. Used as a rough draft, not for permanent records.

- **Form 10-255, Accession Folder [F06]** - This required folder has a checklist of all documentation needed for a proper accession and is used to contain documents pertaining to an accession. It is archival in quality and comes in letter size.

- **Form 10-256, Accession Book [F07]** - Bound book with double page entries. The paper is 100% rag for permanence.

- **Form 10-830, Deed of Gift [F16]** - This form is a legal record required to document donations to the NPS.

- **Form 10-254, Original [F31]** and **Working [F30] Copy Binders** - A blue cloth-covered post binder is used to contain original copies of the Museum Catalog Record which are sent annually to the National Catalog. A green cloth-covered post binder is used to contain copies of the blue working copy.

- **Posts** for Copy Binders

2-1/2" **[F33]**
3" **[F34]**

- **Form 10-349, Inventory of Museum Property [F54].**

- **Form 10-349A, Inventory of Museum Property, Continuation Sheet [F55].**

Forms 10-349 and 10-349A are used in the annual inventory of cataloged museum property. See Museum Handbook, Part II, Chapter 4.

- **Form 349B, Inventory of Museum Property (Accessions) [F56].**

- **Form 349C, Inventory of Museum Property (Accessions), Continuation Sheet [F57].**

  Forms 10-349B and 10-349C are used in the annual inventory of uncataloged museum property. See Museum Handbook, Part II, Chapter 4.

- **Gift Acknowledgement Certificate** - This form is presented to a donor to acknowledge gifts of significant value. It comes in two sizes: a large size originally printed by the Bureau of Engraving and Printing and used for major contributions, and a small size used for other gifts. Consult with the Regional Curator regarding which size to use.

  Large Acknowledgement of Gift Certificate 8-1/2" x 11" **[F38]**
  Small Acknowledgement of Gift Certificate 3-3/4" x 6" **[F39]**

- **Natural History Labels** - See the section on Natural History Supplies, category IV.

Supplies for Object Photography

For instructions on using the following equipment, refer to Appendix L in the Museum Handbook, Part II, Museum Records.

- **Photo ID Stands** - Metal stands in two sizes, 3"x5" and 5"x8", used to indicate catalog number, roll number, and centimeter scale; photographed with the museum object.

  Large Photo ID Stand 5" x 8" face **[C25]**
  Small Photo ID Stand 3" x 5" face **[C24]**

- **Magnetic Letters and Numbers** - letters and numbers that are affixed to the ID stand to indicate park acronym, catalog number and the number of the photographic roll; 1/2" letters for use with small ID stand; 1" letters for use with large ID stand.

  Large Magnetic Letters [C29]
  Small Magnetic Letters [C28]
  Large Magnetic Numbers [C27]
  Small Magnetic Numbers [C26]

- **"Roll" Label** - Comes in small and large sizes that are affixed to the ID stand to indicate position of the roll number. Large is for use with large ID stand; small is for small ID stand.

  Large "Roll" Label 1" x 2-1/2" **[C35]**
  Small "Roll" Label 3/4" x1-1/2" **[C34]**

- **Metric Scales** - Two sizes, small (12 cm x 2 cm) and large (19 cm x 3 cm). Affixed to the ID stand to indicate scale in the object photo. Large is for use with large ID stand; small is for use with small ID stand.

  Large Metric Scale [C32]
  Small Metric Scale [C31]

- **Magnetic Tape [C33]** - 1/4" wide tape with a pressure-sensitive adhesive on one face that is applied to the centimeter scales and "Roll" attachment to allow them to be magnetically mounted on ID stand.

Museum Handbooks and Manuals

- **Museum Handbook**, Part I, Museum Collections **[F44]**, with binder (available 1990)
- **Museum Handbook**, Part II, Museum Records **[F42]**, with binder
- **Automated National Catalog System Manual [F46]**, with binder
- Conserve O Grams

SHELVING, RACKS

MONITORING

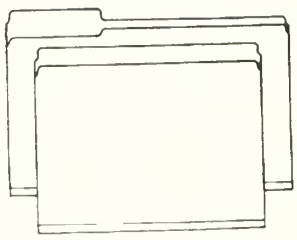
SUPPLIES

II. STORAGE CONTAINERS

STORAGE CONTAINERS

Archival collections should be stored in the appropriate archival quality storage containers listed below. The pH of archival papers is 7.0 for acid-free and between 7-9.5 for acid-free and buffered. Plastic containers have a pH of 7.0.

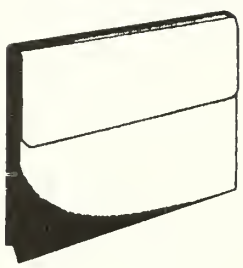
Archival File Folders



Letter 9-5/8" x 12-1/2" [A35]
Legal 9-5/8" x 14-3/4" [A15]

Acid-free and buffered folders to contain and protect historic documents. Available in two sizes:

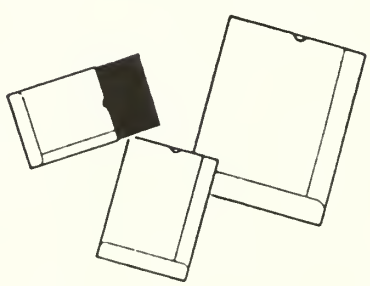
Expanding Manuscript Folders



Letter 12-1/4" x 10-1/4" [A16]
Legal 14-3/4" x 10-1/4" [A17]

An acid-free and buffered folder with an envelope pocket having a pleat that expands to over an inch. Used to contain documents in archival file folders grouped together as part of an organic collection. Comes in letter and legal sizes.

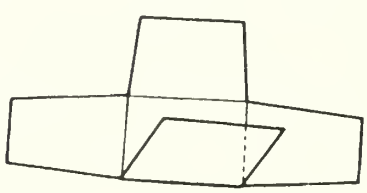
Archival Sleeve-Type Paper Photo Enclosures



4-3/8" x 5-3/8" [A01]
5-3/8" x 7-3/8" [A02]
8-1/2" x 10-1/2" [A03]
11-1/2" x 14-1/2" [A04]

Sleeve-type enclosures are open on one end and are acid-free and buffered to provide acceptable archival storage. They are used to store historic non-color photographic prints and cellulose nitrate negatives. Recommended when space is at a premium and minimum thickness of the envelope is required. Not suitable for use with albumen, cyanotype, and color photographic materials.

Archival Folding-Type Paper Photo Enclosures (4-fold)



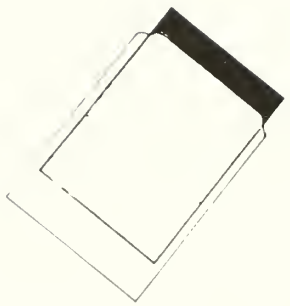
4-1/16" x 5-1/16" [A05]
5-1/16" x 7-1/16" [A06]
8-1/16" x 10-1/16" [A07]

These enclosures are made of unbuffered alpha cellulose (high purity) paper. They have four flaps that fold in, enclosing the photograph, thus preventing it from inadvertently slipping out. The enclosure also prevents possible scratching of the surface when placing it into or removing it from a sleeve type envelope.

The extra flaps create an extra thickness per envelope and are not recommended when storage space is limited. Suitable for black and white, albumen, glass plate, cyanotype, salt print, and color prints and negatives.

Mylar (Polyester) Envelopes

4" x 5" [A53]
5" x 7" [A54]
8" x 10" [A55]
11" x 14" [A56]



Available in the same sizes as the photo enclosures, these envelopes are of sleeve-type construction. Because buffered enclosures may react chemically with color prints or negatives, these non-reactive mylar envelopes are recommended for such items. They also can be used for black and white negatives and for storing fragile documents or photos that require repeated viewing.

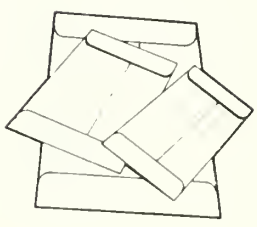
Foil-lined Envelopes

Large size 12" x 15" [A26]
Small size 4-3/4" x 6-1/2" [A52]

These paper-and-foil enclosures are used to contain nitrate negatives after the negatives are placed in buffered photo enclosures. The foil-lined envelopes are heat sealed with a plastic sealer or tacking iron and then placed in document boxes for cold freezer storage. Not for use in cool refrigerator storage.

Document Envelopes

6" x 9" [A08]
9" x 12" [A09]
11-1/2" x 15" [A10]



Envelopes with an opening and a flap on one side and a seam down the center of the envelope for storage of archival documents. Made of acid-free, buffered paper; not to be used for photographs or negatives because center seam can compress emulsion and possibly damage photographs.

Archival Map Folders

16" x 20" 24" x 36"
20" x 24" 36" x 48"

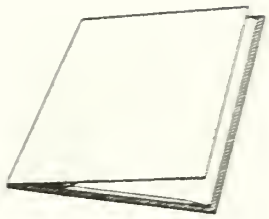
Although Curatorial Services Division does not stock archival map folders because their large size prevents shipment through the mail, source information is available for direct purchase by parks.

These large, heavy-stock folders may be used with maps or other large documents or photographs in print boxes or map cases. Blueprints should be faced with mylar before placement in buffered folders.

Rare Document Folder [A13]

9" x 11-1/2"

Acid-free and buffered enclosure with folding flaps and a heavy card-stock cover that gives full containment and extra physical protection for extremely rare, fragile, or sensitive documents.



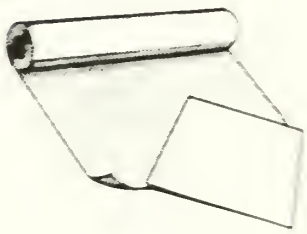
Archival Interleaving Paper (3 sizes)

11" x 14" [A36]
16" x 20" [A37]
20" x 24" [A38]

Acid-free and buffered bond-stock paper used to separate documents and artwork within print boxes.

Mylar Polyester [A57]

A chemically inert plastic used to encapsulate documents by joining sheets with double-faced tape. Ideal for documents that need physical support. An additional advantage is that the document may be viewed from both sides without directly touching it. It is available in 36" width rolls that are 25' long. Curatorial Services Division does not stock, but can provide source data, for ordering mylar in sheets.



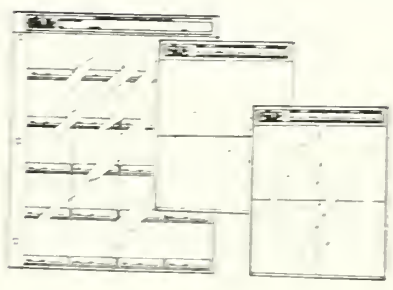
Double-faced tape [A49]

A special tape (3M No. 415e) made with acrylic adhesive that is used to join pieces of mylar when encapsulating historic documents.

Polyethylene Looseleaf Slide, Film Strip, and Photo Pages

2" x 2" slides [A41]
35mm film strip [A40]
4" x 5" photos [A42]
5" x 7" photos [A43]

8½" x 11" inert plastic pages designed with pockets for holding the preceding photographic materials in a looseleaf binder format.



Acid-free Tissue

Buffered Tissue [A11]
Unbuffered Tissue [A12]

Buffered tissue in 20" x 30" sheets is used to give three-dimensional form to garments of cotton and other plant-derived fabrics. Good general purpose packing and lining material for wood and metal objects.

Unbuffered tissue in 24" x 36" sheets is used with garments or objects made of animal-derived materials i.e., wool, silk, leather and horn.

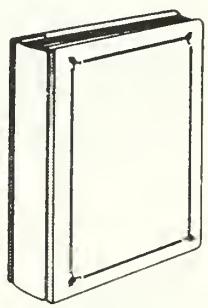
Archival Copy Paper [A39]

8-1/2" x 11" sheets

A 25% rag paper that is classified as maximum permanence. Used for copying documents for long-term preservation.

Archival Photo Albums [A51]

An archival-quality three-ring binder made to hold pages of acid-free and buffered paper or polyethylene pages.



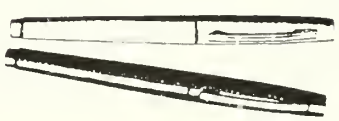
Interlocking seal Plastic Bags [Ziplock (TM)]

4" x 4" [A45]
6" x 6" [A46]
8" x 8" [A47]
12" x 12" [A48]

Bags made of clear, chemically inert polyethylene that have an interlocking seal closure. Used to contain archeological materials in archival boxes.

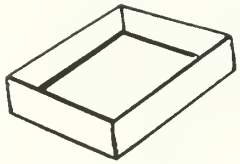
Lab Pens [A50]

A pen with special permanent ink made for writing on mylar or polyethylene plastic.



Specimen Trays

2.925" x 1.8" x 1.0" [A28]
2.925" x 3.625" x 1.0" [A29]
3.625" x 5.85" x 1.0" [A30]
5.85" x 7.25" x 1.0" [A31]
7.25" x 11.7" x 1.0" [A32]
11.7" x 14.5" x 1.0" [A33]
5.85" x 29" x 1.0" [A34]



Originally made of chipboard and covered with white chromium paper, these trays now are made of buffered, acid-free board covered with an archival white paper. These are the standard containers for holding artifacts in storage. They are available in the modular system of sizes listed above, allowing a myriad of different configurations within NPS museum cabinets.

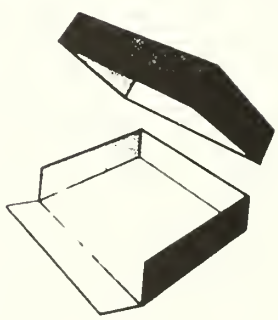
Archival Document Boxes

Letter 12-1/2" x 10-1/2" x 5" [A18]
Legal 15-1/2" x 10-1/2" x 5" [A19]

Made of acid-free and buffered board providing protection for documents placed in file folders. Capacity for folders is five linear inches.

Archival Print Boxes

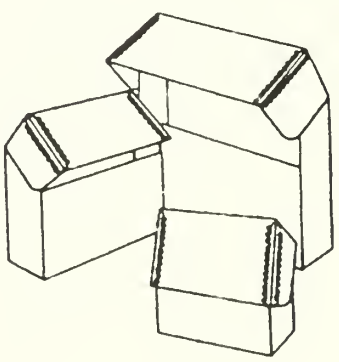
11-1/2" x 14-1/2" x 3" [A20]
16-1/2" x 20-1/2" x 3" [A21]
20-1/2" x 24-1/2" x 3" [A22]



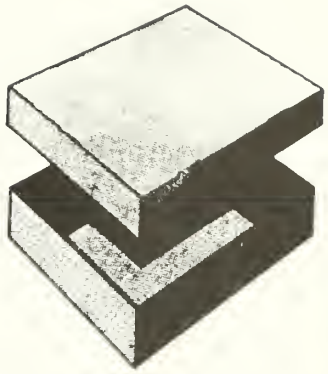
These drop-front boxes are made of acid-free, buffered board and are designed for flat storage of unframed artwork, prints, larger photographs and documents.

Archival Photo Enclosure Boxes

4" x 5" x 2-1/2" [A23]
5" x 7" x 4-1/2" [A24]
8" x 10" x 4" [A25]



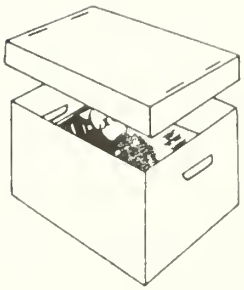
Boxes of acid-free and buffered board made to contain photographic enclosures and mylar envelopes listed earlier in this section.



Acid-free Storage Box

22" x 28" x 5" [A27]

Made of acid-free, buffered board with a full telescopic lid. This box will fit within a standard cabinet but is strong enough for stacking on open shelving. It is a good storage container for smaller textiles and also is a chemically safe, general purpose container for most light-weight artifacts. The manufacturer can provide custom sizes.



Archival Record Storage Box [A44]

10" x 12" x 15"

Acid-free and buffered corrugated fiberboard box with separate lid used to store documents in folders or archeological materials in Ziplock® bags.

Special Boxes, Envelopes, Folders, and other Containers and Enclosures can be custom made by the manufacturers. If a park has special requirements, Curatorial Services Division can provide sources for these special containers.

III. SPECIALTY CURATORIAL ITEMS

SPECIALTY CURATORIAL ITEMS

White Cotton Gloves [C23]

100% cotton gloves for general handling of museum objects that need to be protected from oils, chemical compounds, and grime on the hands.

White Cotton Sure-Grip Gloves [G18]

Cotton gloves with vinyl dots covering the gripping surface that provide a secure grip for use when handling objects with highly polished surfaces. Also provides the same benefits as provided by white cotton gloves.

Latex Gloves [M31]

Thin latex rubber surgical-style gloves to use when handling conservation chemicals, objects with surfaces that would snag cotton gloves, and natural history specimens that may be treated with poisonous chemicals. Latex provides a secure grip and will not allow chemicals to contact skin.

Brillianize [G10]

An anti-static plexiglas cleaner that will not attract dust and, thereby, reduces scratching of plexiglas exhibit cases.

Cotton Muslin (Unbleached) [G03]

In 40-yard length, 36" wide bolts. Used to make dust covers for steel shelving or individual objects and furnishings.

Plastic Screen

A section of nylon mesh screen is used when vacuuming textile objects in a park collection, after consultation with the Regional Curator and a conservator. This screen material is found in most hardware stores as plastic screen for screen doors and windows. The edges should be taped to prevent screen from catching on fabric being cleaned. Make sure the tape adhesive is fully covered to prevent it from contacting museum objects.

Polyethylene Sheeting

Clear plastic sheet in 4-6 mil thickness used to fabricate dust covers. Available at local building materials suppliers in a variety of widths, lengths, and thicknesses, or from GSA in 10' and 16' wide rolls, 100' in length.

Furniture Paste Wax

Butchers Wax [G12]
Staples Wax [G11]

A blend of synthetic and natural waxes for furniture care. Butchers wax for light colored woods. Staples wax for dark colored woods. (See Conserve O Gram 7/3)

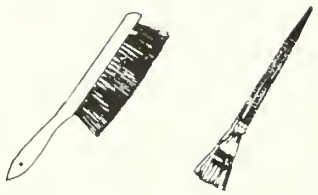
Respirators [M19]

Equipped with organic vapor filters to protect personnel from fumes when handling chemicals used in curation (e.g., lacquer in confined spaces or when using conservation solvents and cleaners). Use of respirator should be in accordance with Loss Control Management Guideline (NPS-50), and the Museum Handbook, Part I.

Vacuum Cleaner

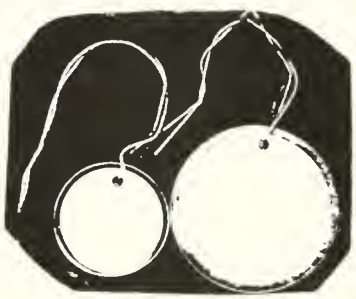
A vacuum with variable suction capability is required for general curatorial housekeeping and/or cleaning of textiles. The park will need to match collection needs with an appropriate style and brand. The Electrolux Grand Marquis and Mighty Maid Tank Vac (Canister Model) both have variable suction and have proven successful for museum use. Other styles may be appropriate for the individual park's needs. A backpack vacuum or vacuum with bumper pads may be appropriate for a park with furnished historic structures; a water filtered style for parks with extreme dust problems or a computer keyboard vacuum for small exhibits. Vacuums are generally on Federal Supply Schedule.

Dusting Brushes



Large 14" brush with soft 2" horsehair bristles and wooden handle [G01], Small 9" brush with extremely soft 1" squirrel bristles [G13]. Both brushes are from GSA and are used to remove dust from furnishings and objects. Do not use with paintings, pastels, gilded frames, and objects with flaking or unstable surfaces.

Round Aluminum-edged Tags



Small tags 1-9/16" [C08]
Large tags 2-1/4" [C09]

Used for temporary marking of objects during the accessioning process.

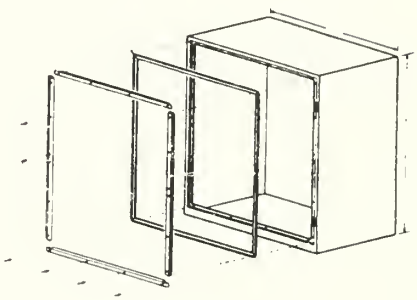
Polyethylene Drawer Liners [G06]

1/4" thick pads cut to the inside dimensions of a standard cabinet drawer. They are made of a chemically inert, closed-cell foam that will cushion artifacts from contact with metal drawers and shelves, and protect metal drawers and shelves from scratching by heavy artifacts such as rock specimens and metal objects. They also can be used for cavity packing to prevent objects from sliding in trays. Closed-cell polyethylene will not absorb water.

Sash Lock [G07]

The lift-off doors on older standard museum cabinets in parks often lack a locking device. Installing a keyed sash lock adds security for these cabinets. Fits all cabinets in NPS modular-size system.

Retrofit Gasket Seal Kit [G17]



Many older standard museum cabinets may be in good condition but have a pressure-sensitive polyurethane gasket seal. These gaskets deteriorate over a period of time and need replacement. This kit uses a more stable synthetic gasket that is mechanically attached using a pop riveting tool. Using the kit should be a one-time replacement of the cabinet gasket that is expected to last the life of the cabinet.

Appliance Rollers [G08]

Museum cabinets are set on these plastic multi-wheeled platforms (a set of two per cabinet) to allow the cabinets to be moved for periodic cleaning of the area and also to raise the cabinets off the floor a minimum of two inches. A set of rollers has the capacity to hold two fully loaded, stacked standard cabinets.

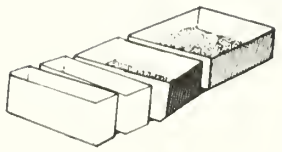
Conservation Supplies

Consult with NPS conservators and the Regional Curator for proper use of and sources for conservation supplies such as: solvents, polishes, cleansers, surface coatings, detergents, etc.

IV. NATURAL HISTORY SUPPLIES

Pinning Trays, Cornell type

Constructed of .05" cardboard and covered with acid-free white chrome paper. On the inside bottom is a polyethylene foam liner to mount pinned insects. Available in sizes:



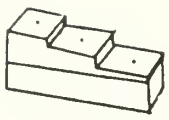
4-3/8"	x	1-1/8"	x	1-5/8"	[N14]
4-3/8"	x	1-13/16"	x	1-5/8"	[N13]
4-3/8"	x	3-5/8"	x	1-5/8"	[N12]
4-3/4"	x	7-5/16"	x	1-5/8"	[N11]

Insect Pins

Stainless steel pins for mounting insects.

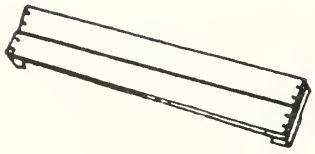
Size	000	[N20]
Size	1	[N21]
Size	4	[N22]
Size	6	[N23]

Insect Pinning Block [N24]



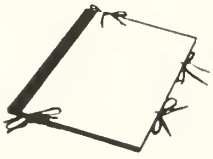
Wooden block used to position insects and labels the appropriate distance from top of pin.

Spreading Boards [N25]



Used to spread winged insect for drying in the correct position.

Herbarium Portfolio [N26]



Used when plant collection is too small to warrant a herbarium cabinet. It holds up to 60 11-1/2" x 16-1/2" mounting sheets.

Plant Press [N01]

Consists of pressboard, wood frame, and cloth webbing straps. Standard press, 12" x 19". Used to press and dry plant specimens.

Arsenic Test Kit

A kit of special paper strips and reagent chemicals used to verify the presence of arsenic compound preservatives on natural history specimens. See Conserve O Gram 2/6.

Drier [N28]

Non-archival 12" x 19" blotting paper (component of plant press)

Ventilator [N27]

Non-archival 12" x 19" corrugated cardboard sheets (component of plant press)

Mounting Sheets [N02]

An 11-1/2" x 16-1/2" sheet of white, acid-free and buffered paper stock used to mount plant specimens.

Herbarium Adhesive [N05]

A polyvinylacetate glue used to affix plant specimen to mounting sheet. (4 oz.)

Herbarium Folder [N03]

A folder measuring 16-5/8" x 12", when folded, made of acid-free and buffered heavy-stock paper used to contain up to 100 mounting sheets.

Herbarium Fragment Folder [N04]

An acid-free and buffered paper enclosure used to contain plant fragments. Affixes to the mounting sheet.

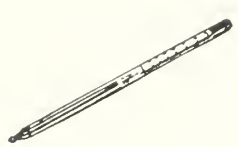
Specimen Vials and Jars

1 dram [N07]
4 dram [N08]
8 dram [N09]

Flint glass vials are suitable for containing small insects, beads, etc. Curatorial Services Division can provide source information on flint or borosilicate glass jars with plastic or glass spring clip lids in varied sizes. Jars are used to contain wet specimens of vertebrates, invertebrates, and plants in an alcohol solution. Parafilm can be used if necessary to provide a tighter seal for plastic lids.

Hydrometer [N29]

A calibrated glass tube filled with lead shot used to determine the specific gravity of alcohol solutions for the preservation of wet specimens.



Porcelain Streak Plate [N30]

Used to identify and determine characteristics of mineral specimens.

Natural History Labels

Illustrations and instructions for completing these labels are provided in Museum Handbook, Part II, Museum Records.

Form 10-500 Wet Specimen Labels [F17]
Form 10-501 Vertebrate Labels [F18]
Form 10-502 Skull Vial or Box Label [F19]
Form 10-503 Invertebrate Specimen Label [F20]
Form 10-504 Geology Label [F21]
Form 10-505 Paleontology Label [F22]
Form 10-506 Wet Plant Label [F23]
Form 10-507 Vertebrate Label (Small) [F24]
Form 10-508 Egg Box Label [F25]
Form 10-509 Insect Label [F26]
Form 10-510 Annotation Label [F27]
Form 10-511 Mineral Label [F28]
Form 10-512 Herbarium Label [F29]

V. MUSEUM CABINETRY, SHELVING, AND SPECIALTY RACKS

MUSEUM CABINETRY, SHELVING, AND SPECIALTY RACKS

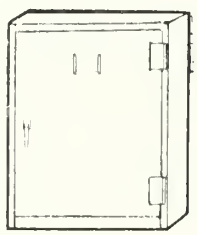
Probably the single most effective action to preserve a collection is to store it in specialized museum storage equipment. Specialized museum cabinets have synthetic gaskets that create an interior microenvironment that buffers temperature and relative humidity fluctuations, prevents insect and vermin infestations, and prevents damage caused by light, dust and pollutants. A locked cabinet will provide the contents a degree of security. Shelving units are used to store objects too large or heavy to fit within museum storage cabinets. Special racks will accommodate hard-to-store objects. Curatorial Services Division does not stock cabinets and racks but can provide source data for ordering.

The first three cabinets listed here are the primary cabinets of the National Park Service and form a modular system that allows easy and efficient organization of storage space. (See Conserve O Gram 4/4).

Standard Museum Cabinet

36-7/8" high, 29" wide, 32" deep

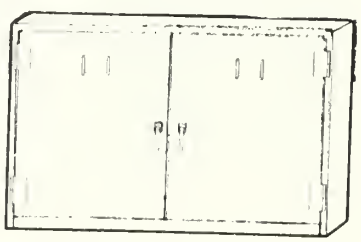
A steel, heavy-duty, general purpose artifact storage cabinet equipped with a lift-off or swing-type door. The swing door has a keyed lock in the handle. A synthetic gasket creates a protective microenvironment within the interior. Its maximum capacity is 16 drawers (measuring 1-7/8" high, 24-15/16" wide, 30" deep). Maximum weight capacity per drawer is 50 pounds. Cabinets can be stacked two high.



Doublewide Museum Cabinet

36-7/8" high, 58" wide, 32" deep

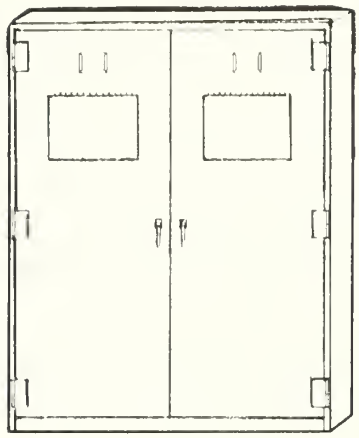
An all-metal cabinet twice the width of a standard cabinet. It is designed for flat storage of lighter, larger artifacts such as garments, textiles, study skins, and ethnographic materials. It has double doors and a locking mechanism in the handle. The gasket is the same as in the standard cabinet. Its capacity is 16 drawers (measuring 30" deep, 52-3/4" wide, 1-7/8" high). The weight limit per drawer is 50 pounds. Cabinets can be stacked two high. Do not stack two standard cabinets on a doublewide cabinet because weight of standard cabinets can deform the doublewide.



Wardrobe Museum Cabinet

73-3/4" to 79" high, 58" wide, 32" deep

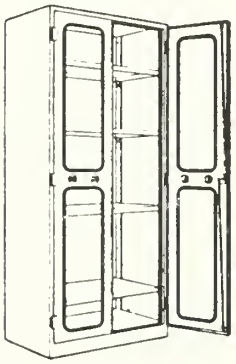
A cabinet the size of four standard cabinets stacked two on two. It is designed to store garments having enough structural strength to be hung on padded hangers. A microenvironment is created using a synthetic gasket. The cabinet comes with a hat shelf and closet rod. The large open interior can be adapted by using racks to store rolled textiles. Some manufacturers make these cabinets with stock racks, shelves, and drawers for fully utilizing the interior.



Visual Storage Case (3 sizes)

84" high, 36-3/8" wide, 16-1/4" deep
84" high, 36-3/8" wide, 22-1/4" deep
84" high, 48-3/8" wide, 22-1/2" deep

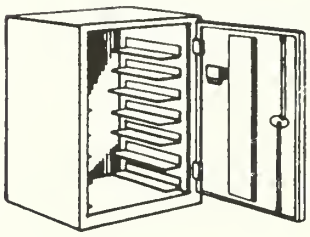
This cabinet is used to store inorganic objects significant enough to justify visual storage. Objects can be exhibited and stored safely at the same time. The cabinet has lift-off swing double doors with locking handles. It has six adjustable shelves. The four viewing panels in the doors may be made of either ultraviolet light filtering plexiglas or safety glass. A cabinet with UV-filtering plexiglas© can be used as a rare book container.



Entomology Cabinet (2 sizes)

42-3/4" high, 23-3/16" wide, 20-1/3" deep
84-1/8" high, 23-3/16" wide, 20-1/3" deep

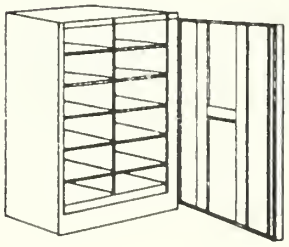
The 42-3/4" high steel unit has 12 drawers on glides. The 84-1/8" high steel unit has 24 drawers on glides. Both have a gasket, locking door handle, and label holder on the door. Both use Cornell-style drawers, that hold insect pinning trays in a system of modular sizes.



Herbarium Cabinet (2 sizes)

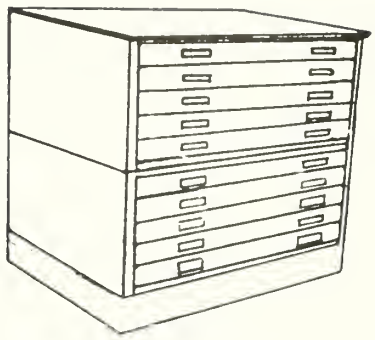
40" high, 25-5/32" wide, 18-25/32" deep
84-1/8" high, 25-5/32" wide, 28-25/32" deep

The 40" high cabinet has 12 compartments. The 84-1/8" high cabinet has 26 openings. This steel single-door cabinet has a gasket, locking door handle, and label holder on the door.



Map Cabinet

53-3/4" wide, 41-7/16" deep (Height according to number of 5-drawer units)



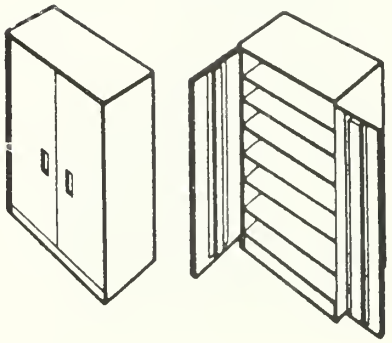
A steel cabinet with large, flat storage drawers obtained through the Federal Supply Schedule or through commercial vendors. It comes in three sizes, but the largest size is generally recommended. The height varies with the number of units that are stacked. Each five-drawer unit measures 15-3/8" high. The cabinet comes in multiples of five drawer units, a base, and a top, and can be used for storing large historic maps, prints, and documents. For proper protection, the items are placed in acid-free map folders before storing in the cabinet. Blueprints should be stored separately from other collection objects because of off-gasing.

Large Flat Storage Cabinet

Source data is available for a company that custom builds a counter-height cabinet with drawer sizes up to 5' x 10' to use for oversized historic maps, blueprints, etc.

GSA Utility Cabinet

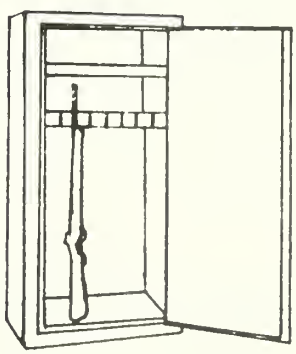
78" high, 36" wide, 18" deep



A metal cabinet with six adjustable shelves for storing museum supplies.

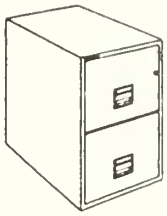
Security Gun Vault

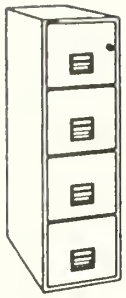
80" high, 30" wide, 24-1/2" deep



A heavy-duty metal gun cabinet with a vault door that provides high security for valuable firearms collections. The cabinet holds up to 17 to 30 long-arms measuring up to 78" in length on plexiglas® museum gun assemblies.

Insulated File Cabinet (2 sizes)





28-7/8" high, 20-3/4" wide, 32-15/16" deep
55-1/4" high, 20-3/4" wide, 32-15/16" deep

The 28-7/8" high cabinet has two drawers; the 55-1/4" high cabinet has four drawers. This is a Underwriters Laboratory (UL) Class C (350°F-1 hour) rated insulated metal cabinet with a high security combination or keyed lock. This cabinet is required to house the park's museum records. Highly valuable documents and photograph collections also can be stored within.

Media Safe, File, Insert

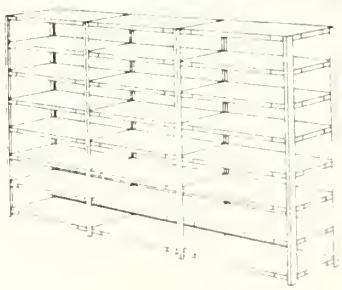
Safe 24" wide, 59" high, 28-3/4" deep
File 19-5/8" wide, 53-9/16" high, 31" deep
Insert 10-3/4" wide, 5-7/8" high, 17" deep

UL-rated (125°F - 1 hour) containers for the protection of plastic-base magnetic media (computer tapes/disks and audio/videotapes) against damage by fire. The use of these containers is required for housing computer diskettes and tapes produced during the record keeping process. These containers may also be used to hold photographic negatives and slides.

Art Storage Racks

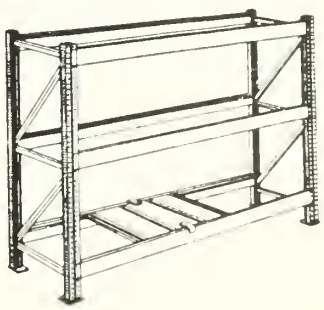
There are a number of racks for storing framed artwork that vary in cost, capacity, and complexity. Advice on selecting the most appropriate racks is available.

Federal Prison Industries (UNICOR) Steel Shelving Units



Available in a variety of sizes ranging from 24" wide, 12" deep and 75" high up to 147" high, 48" wide, 36" deep; can hold up to 1200 pounds per shelf. This type of shelving is used for storing artifacts too large to fit within specimen cabinets.

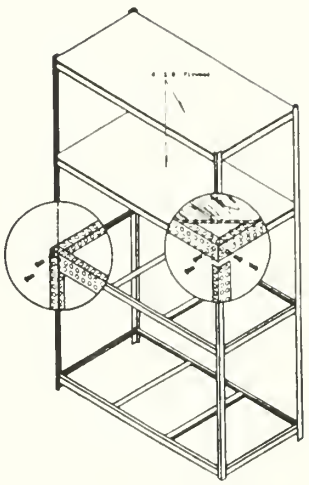
UNICOR Pallet Racks



A heavy-duty rack with depths of 36" and 48" and widths of 4' to 16'; heights up to 14'. Used to store extremely large and heavy objects. Shelves can support weights up to 20,000 pounds.

Wire Shelving

A heavy-gauge, carbon or stainless steel wire rack ranging in size from 14" x 24" up to 24" x 72". Rack heights vary from 14-1/2" up to 86-5/8". This versatile shelving system can be used to house archival materials in document and print boxes.



Slotted Angle Racks

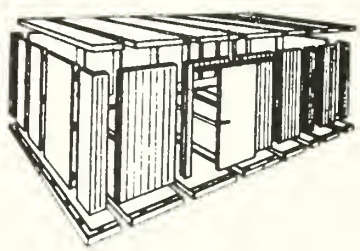
These racks are constructed using slotted metal angle that can be custom cut. This angle allows special configurations and construction of racks for extra large artifacts or for fitting racks within specific space requirements. Shelves are made either with metal panels from the manufacturers or with plywood coated with a two component epoxy paint.

Compactor (Moveable-Aisle) System

Moveable hand-operated, mechanical-assisted carriages for museum cabinets or shelving units that can be compressed to eliminate aisles between carriages. Space for one aisle only is needed to access any carriage.

Specialized Storage Structure

A prefabricated building system of superinsulated, foam core, metal-sheathed panels can be assembled inside of a building or outside to create a collection storage facility that is economical to construct, efficient to operate, and effective in creating appropriate environmental conditions. The system uses components as illustrated to quickly create a storage area. The manufacturer is on a federal supply contract and offers a GSA price that is approximately half of the retail price.



Special Racks

Curatorial Services Division has designed racks to meet specific storage needs and can provide drawings to illustrate solutions for problem storage situations, such as boat cradles, bed, and door racks.

Flammable Liquid Storage Cabinet

Available in a variety of sizes from 22" high x 17" wide x 17" deep to 67" high x 34" wide x 34" deep. Designed to comply with Occupation Safety and Health Administration 29 CFR 1910.106d and National Fire Protection Association specifications for safety of staff and property. Recommended for storage of curatorial cleaning supplies and conservation solvents outside collection storage areas should be vented to the outside according to instructions provided with the cabinet.

NOTE: The preceding equipment is in general use throughout the National Park Service. However, many manufacturers will build more specialized equipment to NPS specifications. If a park has special storage needs, first contact the Regional Curator. Then, the Curatorial Services Division can provide technical assistance in finding sources to meet specific requirements.

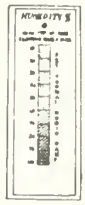
VI. ENVIRONMENTAL MONITORING AND CONTROL APPARATUS

ENVIRONMENTAL MONITORING AND CONTROL APPARATUS

A beneficial environment is conducive to the preservation of museum objects. In order to accurately monitor conditions of relative humidity (RH), temperature, light, biological pests, and pollutants that are appropriate for a museum collection, parks can obtain sources of supply, loans, or actual instruments from the Curatorial Services Division or the Regional Curator. Only the items listed with stock numbers are available from Curatorial Services Division.

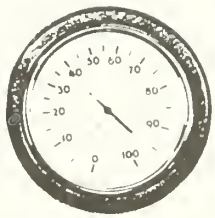
Humidity Indicator Strip [M16]

A 4-1/4" x 1-1/2" paper strip with cobalt-chloride blotter segments that change color to indicate RH. These strips are an economical means of monitoring RH in special enclosures, exhibit cases, and museums cabinets.



Hygrometer 4" [M02]

A dial instrument that indicates RH. Can be calibrated. Used in storage and exhibit areas when a recording hygrothermograph is unavailable. A hygrometer is not a recording instrument; therefore, a written log of periodic observations must be maintained to create a record of conditions. Use 2" diameter hygrometer in exhibit cases and 4" for storage areas.



Thermo-Hygrometer 2"

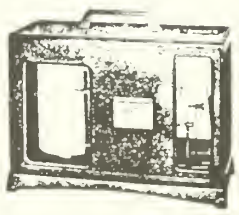
A dial instrument that indicates both RH and temperature. Can be calibrated. Requires a written log of observation. Used in exhibit cases.

Thermometer [M03]

The standard or maximum/minimum thermometers are 10"-12" in length and measure air temperature in museum storage and exhibit areas. Readings need to be recorded manually.

Hygrothermograph

A recording instrument to monitor temperature and RH. Records conditions for periods of one week or one month on a rotating chart driven by either a spring wound mechanism or battery-operated clock. The size and color of the instruments vary with manufacturer, but a typical size is 12" high x 14" wide x 6" deep.



Hygrothermograph Pen Points [M26]

Metal pen points used to replace points that are damaged or worn out. Points require hygrothermograph ink.

Hygrothermograph Charts

Belfort Charts [M14]
Weather Measure Charts [M15]
Sierra Misco (7 Day) [M22]
Sierra Misco (30 Day) [M23]

Qualimetrics Charts (Model 5020-A)
7 Day Chart #50202 [M32]
31 Day Chart #50208 [M33]

Curatorial Services Division stocks charts for hygrothermographs manufactured by Belfort, Qualimetrics (Weather Measure), and Sierra Misco.

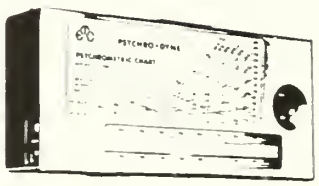
Hygrothermograph Ink [M17]

A special purple ink that is deliquescent (i.e., absorbs moisture from the air and does not dry out as will regular drawing ink).

Sling Psychrometer [M04]

This instrument has two thermometers, one of which is covered with a cloth wick (wet bulb). After the wick is wetted and the instrument whirled for an appropriate period of time, a comparison (using a chart supplied with the instrument) of the wet bulb temperature and the temperature of the dry bulb thermometer will give an accurate determination of the RH. Psychrometers are used to calibrate hygrometers and hygrothermographs.

Mechanized Psychrometer



A battery powered fan regulates the air flow by the wet bulb, thereby reducing errors that can occur with the sling psychrometer. Curatorial Services Division can provide source information to purchase this device.

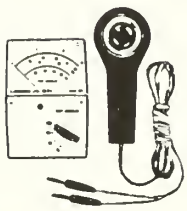
Psychrometer Wick [M18]

Cotton cloth wick material used to replace soiled wicks on psychrometers.

Electronic Thermo-Hygrometers

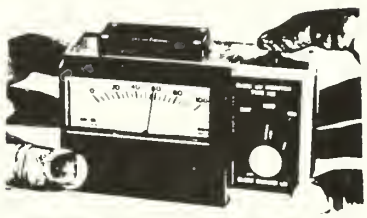
RH and temperature determining devices that sense RH by changes in an electric current and temperature by use of a thermistor. Very accurate means of determining RH. Each Regional Curator has a Humichek© hygrometer that can be lent to parks for precise calibration of RH-sensing instruments at your park.

Visible Light (Footcandle or Lux) Meter



Used to determine light levels within storage and exhibit areas. These instruments employ an electronically-enhanced photo-voltaic cell that indicates light levels with digital or analog read-outs.

UV Monitor



This low-range model is used to determine levels of ultraviolet radiation falling on objects in storage or exhibit areas. Used in conjunction with a visible light meter. Requires a minimum of 50 lux or 5 footcandles of visible light to function properly.

Dehumidifier

Portable dehumidifiers use a refrigerant or dessicant system to remove moisture from the air. They have an adjustable humidistat for regulating the level of humidity and come in various sizes and capacities.

Humidifier

These portable devices add moisture to an area by blowing air through a moist pad on a rotating drum. They also have an adjustable humidistat and come in various sizes and capacities. Atomizing humidifiers should not be used because they emit a mist containing any impurities found in the water.

Filter Sleeves for Fluorescent Lights [M10]

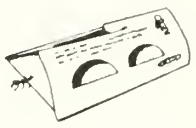
Special 48" sleeves that fit over fluorescent light bulbs and filter out damaging ultraviolet radiation. Made of polyester plastic or plexiglas; and the sleeves can either be wrapped around the bulb or slipped over it. They can be cut to fit shorter length bulbs.

Solar Control Window Coverings

Clear Film [M11]
Light Tint Film [M12]
Dark Tint Film [M13]

Special window films are available to filter out ultraviolet radiation and varying amounts of visible light. Such filters generally are made of polyester plastic and are attached by a pressure sensitive adhesive backing. Rolls are 60" wide and 25' long. Although not stocked by the Curatorial Services Division, ultraviolet filtering plexiglas and Lexan may also be used to filter light coming through windows.

Insect and Pest Trap [M25]



The insect trap is a small open-ended cardboard box containing a sticky adhesive. Used to monitor for insect pests in the museum.

Silica Gel

1 unit bag	**[M06]**	.057 pound, 3"	x	6"
4 unit bag	**[M07]**	.229 pound, 5"	x	5-1/2"
16 unit bag	**[M08]**	.916 pound, 9-1/2"	x	4-3/4"
Indicating Gel	**[M09]**			

This inert chemical is used in storage or exhibit situations for conditioning contained space to a specific RH or to remove moisture from the space. Available in bags of various quantities and can be reactivated by heating in an oven according to instructions on the bag. Indicating silica gel is provided with bags of regular gel. The indicating gel will turn pink when the gel needs to be reactivated and blue when reactivation is complete.

Air Purifiers

12-1/2" deep x 19-5/8" high x 25-1/8" wide

Portable 120-volt plug-in devices that use high-efficiency particulate air (HEPA) filters to clean air of particles down to .3 microns (.0000003 meters) in size. The units have activated-carbon filters to remove gaseous pollutants such as SO_2, H_2S, and NOx. Electrostatic precipitator air purifiers are not recommended because they emit high concentrations of damaging ozone.

Silver Protector Strips (TM) [M05]

2" x 7" paper strips impregnated with activated carbon. When sealed in bags with silver objects, the strips will prevent tarnish.

NOTE: The Curatorial Services Division can lend hygrothermographs, thermo-hygrometers, light meters, UV monitors, air purifiers, and dehumidifiers for time periods of one month up to one year. Regional Curators also have instruments for loan. If a park has special applications or problems with environmental monitoring or control, Curatorial Services Division can provide technical advice and source data for equipment that may help solve environmental problems.

VII. HOW TO GET ASSISTANCE

HOW TO GET ASSISTANCE

For museum supplies:

- First check with the Regional Curator to determine if there are regional procedures to follow or regional sources to use.

- Submit a written request using the order form provided in this section to list the items, inventory numbers, and quantities.

- If there are questions about supplies or if technical advice is needed, contact Curatorial Services Division by telephone or memorandum.

- If types of supplies required are not carried by Curatorial Services Division, or if required quantities are too large, sources can be provided.

For equipment:

- If the equipment need is long-term, contact the Regional Curator to place the request on the regional annual museum equipment needs list. This prioritized list will be submitted to the Curatorial Services Division for funding.

- If the need for monitoring or conditioning equipment is for the short term, up to one year, contact the Regional Curator on the availability of an environmental monitoring kit that contains a Humichek© hygrometer, UV monitor, and visible light meter or with the Curatorial Services Division for an equipment loan. Equipment from the Curatorial Services Division will be provided as it becomes available. (See page 37.)

For questions regarding:

- storage techniques
- special storage requirements
- proper use of materials or equipment
- source information for purchasing supplies or equipment
- or any other curatorial problems

Contact:

First - Regional Curator

Second - Curatorial Services Division
National Park Service
Harpers Ferry, West Virginia 25425
Telephone: **304-535-6132 Supplies (FTS 925-6132)**
304-535-6072 Technical Information (FTS 925-6072)

The Tools of the Trade will be periodically updated. Any comments or suggestions for improvement should be sent to the Curatorial Services Division. We are particularly interested in how well the index works.

SUPPLY ORDER FORM
CURATORIAL SERVICES DIVISION
National Park Service, Harpers Ferry, WV 25425

PARK: _____ DATE: _____

PARK CONTACT PERSON: _____

PHONE: _____ REGION: _____

[For CSD Office Use Only]

QUANTITY	STOCK NUMBER	ITEM	MAIL	DATE	PENDING

INFORMATION/SPECIAL COMMENTS:

ORDER COMPLETED _____

COM:09/89

SUPPLY SOURCE LIST

NOTE: See Vendor Address List (pp. 47-51) for addresses of suppliers listed here. Items marked (*) generally are available in modest quantities by request through Curatorial Services Division. Suppliers should be contacted when quantities are too large for CSD to provide. This list does not constitute sole-source endorsement nor is it all inclusive. However, it is a compilation of vendors that have provided to the NPS a satisfactory product that has been used in the Supply and Equipment Program.

*Acid-free Tissues
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- Process Materials Corporation
- University Products

*Appliance Rollers
- Dial Industries

*Archival Containers, Enclosures, Boxes, etc.
- Conservation Resources International
- Hollinger Corporation
- Light Impressions
- Pohlig Brothers
- University Products

*Archival Copy Paper
- Xerox Corporation

Arsenic Test Kit
- VWR Scientific

Art Storage Racks
- Crystalizations Systems, Inc.

*Artist Brushes
- General Services Administration
- Local Art Store

*Bag-Interlocking Seal (Ziplock® Type)
- General Services Administration
- Local Food or Department Store

*Binders, catalog working and original copy; Handbook
- Elbe Products
- Looseleaf Binder Company
- McBee Loose Leaf Binders
- Micas
- Optic Bindery

*Brillianize
- Read Plastics

*Butchers Wax
Fitch Dustdown

*Calipers
General Services Administration

Chemicals
Fisher Scientific
VWR Scientific
Thomas Scientific

Compactor Storage Systems
Federal Supply Schedule for FSC Group 71, Part III, Section J

Conservation Supplies (resins, adhesives, etc.)
Conservation Materials Ltd.

*Cotton Gloves, Sure-grip
Man-How School Band Supply
Hayden School Supply

*Cotton Gloves, white
John Plant Company

*Crowquill Pen
General Services Administration

*Drawer Pads
Granite Packaging

*Dusting Brushes
General Services Administration

Flammable Liquid Storage Cabinet
Lab Safety Supply

Gun Vault
Browning Pro-Steel

*Herbarium Folders, Mounting Sheets, Fragment Folders (acid-free)
Herbarium Supply Company

Humichek-Electronic Hygrometer
Qualimetrics, Inc.

*Humidity Indicator Strips
Humidial Company

*Hygrometers
Airguide Instrument Company
Cole-Parmer Instrument Company
Qualimetrics, Inc.
Conservation Materials Ltd.

*Hygrothermographs, Charts, Hygrothermograph Ink, Pen Points
Belfort Instrument Company
Cole-Parmer Instrument Company
Qualimetrics, Inc.
Sierra-Misco, Inc.

*Inks, permanent
General Services Administration
Rogers Office Supply

*Insect Pins, Pinning Blocks, Trays, Plant Presses, etc.
BioQuip Products
Carolina Biological Supply Company
Wards Natural Science Establishment

Insulated Files, Media Files and Safes
Fireking International
Kardex Systems
Meilink Safe Company
Schwab Safe Company

Jars
Chelsea Bottle Company
Wheaton

Lab Equipment
Fisher Scientific
Thomas Scientific

*Lacquer Bottles
Penn Bottle & Supply Company

*Lacquer Bottle Brushes and Closures
National Novelty Brush

*Latex Gloves
VWR Scientific

Light Meters
Cole-Parmer Instrument Company
Photo Research
Qualimetrics, Inc.

*Magnetic Letters and Numbers
Magnetic Aids, Inc.
Visual Systems, Inc.

*Magnets
JobMaster Corporation

Map Cabinets
Jebco, Inc.
Crystalizations Systems, Inc.

Media Safes, Files, Inserts
FireKing International
Kardex Systems
Meilink Safe Company
Schwab Safe Company

*Metric Scales
U.S. Government Printing Office (GPO)

Museum Cabinets
Interior Steel Equipment Company
Lane Science Equipment Company
Steel Fixture Manufacturing Company
Delta Designs Limited

*Mylar Envelopes, Rolled Mylar
AAA Brands Plastics Manufacturers
Conservation Resources International
University Products

*Natural History Supplies
BioQuip Products
Carolina Biological Supply Company
Wards Natural Science Establishment

*Needles, Thread, Textile Marking Tape
Local sewing supply

NPS Forms (development)
Branch of Paperwork Management, WASO

Pallet Racks
Federal Prison Industries (UNICOR)

*Pest Traps
Summit Chemical Company

*Photo ID Stands
Dixie Sheet Metal Works

*Plastic Tackle Box for Cataloging Kit
Flambeau Products

*Polyethylene Slide, Photo Pages, Lab Pens
Light Impressions Corporation
University Products

*Psychrometer, mechanized
Qualimetrics, Inc.

*Respirators
Federal Supply Schedule Vendor

*"Roll" Label
Curatorial ServicesDivision

*Sash lock
Blades Lock Company

Shelving Units
Federal Prison Industries (UNICOR)

*Silica Gel
Eagle Chemical Company

*Sling Psychrometers
General Services Administration
Qualimetrics, Inc.

*Solar Control Film
3-M Company
Madico, Inc.
Martin Processing
National Glass Coatings Company
Transparent Glass Coatings Company

*Specimen Trays
Murray & Heister, Inc.

*Staples Wax
H. F. Staples & Company

Storage Structures
Bally Engineered Structures
Shirley A. Dyak and Associates

*Tags, round
General Services Administration

*Tape Measure, cloth
Local sewing supply

*Tape Measure, metal
General Services Administration

*Technical pen (Rapidograph [TM])
General Services Administration

*Textile Marking Tape
Local sewing supply

Thermo-Hygrometer
Conservation Materials Ltd.

*Thermometers
Airguide Instrument Company

*Tweezers
Techni-Tool, Inc.

*UV Filter Sleeves
Solar Screen Corporation

UV Light Meters
Qualimetrics, Inc.

Vacuum Cleaners
Federal Supply Schedule Vendors
Electrolux Corporation
District Supply

*Vials
Fisher Scientific
Lapine Scientific Company
VWR Scientific

Wire Racks
InterMetro Industries

VENDOR ADDRESS LIST

AAA Brands Plastics Manufacturers
P.O. Box 5677
Philadelphia, PA 19129
215-438-1082

Airguide Instrument Company
2210 Wabansia
Chicago, Illinois 60647
312-486-3000

Bally Engineered Structures
P.O. Box 98
Bally, Pennsylvania 19503
800-544-7534

Belfort Instrument Company
727 South Wolfe Street
Baltimore, Maryland 21231
301-342-2626

BioQuip Products
1320 East Franklin Avenue
El Secundo, California 90245
213-322-6636

Blades Lock Company
1815 Bryant Street, NE
Washington, DC 20018
202-832-7100

Branch of Paperwork Management
Jerry Buckbinder
NPS-WASO-P.O. Box 37127
Washington, DC 20013-7127
202-523-5088

Browning Pro-Steel
P.O. Box 977
Provo, Utah 84601
801-373-2385

Carolina Biological Supply Company
2700 York Road
Burlington, NC 27215
800-334-5551
919-584-0381

Chelsea Bottle Company
P.O. Box 6330
Chelsea, Massachusetts 02150
617-884-2323

Cole-Parmer Instrument Company
7425 North Oak Avenue
Chicago, Illinois 60648
312-647-3000

Conservation Materials LTD
240 Freeport Boulevard
P.O. Box 2884
Sparks, Nevada 89431
702-331-0582

Conservation Resources Interntl.
8000-H Forbes Place
Springfield, Virginia 22151
703-321-7730
800-634-6932

Crystalizations Systems, Inc.
1595A Ocean Avenue
Bohemia, New York 11716
516-567-0888

Delta Designs Ltd.
P.O. Box 1733
Topeka, Kansas 66601
913-234-2244

Dial Industries
1538 Esperanza Street
Los Angeles, California 90023
213-263-6878

District Supply, Inc.
5123 Lawrence Place
Hyattsville, Maryland
301-277-2900

Dixie Sheet Metal Works
P.O. Box 611
Falls Church, Virginia 22046
703-533-1111

Eagle Chemical Company
P.O. Box 107
Mobile, Alabama 36601
205-452-9624

Electrolux Corporation
3003 Summer Street
Stanford, Connecticut 06905
203-324-7375

Elbe Products
P.O. Box 951
Fall River, Massachusetts 02722
617-676-8531

Federal Prison Industries, Inc.
(UNICOR)
Metal and Wood Division
320 First Street, N.W.
Washington, DC 20534
202-272-6620

Fireking International
900 Park Place
New Albany, Indiana 47150
812-948-8400

Fisher Scientific
7722 Fenton Street
Silver Spring, Maryland 20910
301-587-7000

Fitch Dustdown
2201 Russell Street
Baltimore, Maryland 21224
301-539-1953

Flambeau Products Corporation
P.O. Box 97
Middlefield, Ohio 44062
216-632-1631

General Services Administration
(Use Regional GSA Source)

Granite Packaging
1601 John Tipton Boulevard
Pennsauken, New Jersey 08110
609-665-7141

H. F. Staples & Company
P.O. Box 956
Merrimack, New Hampshire 03059
603-889-8600

Hayden School Supply
P.O. Box 27777
Tempe, Arizona 85282
602-968-2670

Herbarium Supply Company
P.O. Box 883003
San Francisco, California 94188
415-584-7000

Hollinger Corporation
P.O. Box 8360
Fredericksburg, Virginia 22404
703-898-7300
800-634-0491

Humidial Company
P.O. Box 464
Colton, California 92324
714-825-1793

Interior Steel Equipment Co.
2352 East 69th Street
Cleveland, Ohio 44104
216-881-0100

InterMetro Industries
Wilkes-Barre
Pennsylvania 18705
717-825-2741

Jebco, Inc.
P.O. Box 112
Warrenton, Georgia 30828
404-465-3378

Jobmaster Corporation
9010 Liberty Road
Randallstown, MD 21133
301-655-1400

John Plant Company
P.O. Box 527
Ramseur, North Carolina 27316
919-824-2366

Kardex Systems
Government Order Entry
P.O. Box 171
Marietta, Ohio 45750
800-848-9767

Lab Safety Supply
P.O. Box 1368
Janesville, Wisconsin 53547
800-356-0783

Lapine Scientific Company
371 Chestnut Street
Norwood, New Jersey 07648
201-768-8640

Lane Science Equipment Co.
225 West 34th Street, Suite 1412
New York, New York 10122
212-563-0663

Light Impressions Corporation
P.O. Box 940
Rochester, New York 14603
800-828-6216

Loose Leaf Binder Company
P.O. Box 6033
Philadelphia, Pennsylvania 19154
215-667-3900

Madico, Inc.
45 Industrial Parkway
P.O. Box 4023
Woburn, Massachusetts 01888
617-935-7850

Magnetic Aids, Inc.
133 North 10th Street
Patterson, New Jersey 05722
201-290-1400

Man-How School Band Supply
P.O. Box 2705
Trenton, New Jersey 08607
609-392-4895

Martin Processing
P.O. Box 5068
Martinsville, Virginia 24115
703-629-1711

McBee Loose Leaf Binders
2233 Wisconsin Ave - Suite 306
Washington, DC 20007
202-333-0550

Meilink Safe Company
6245 Industrial Parkway
Box 2458
Whitehouse, Ohio 43571
419-877-5352

Micas, Inc.
10535 Metropolitan Avenue
Kensington, Maryland 20895
301-949-9474

3-M Company
Energy Control Products Division
3-M Center
St. Paul, Minnesota 55144
612-733-5454

Murray & Heister Inc.
10738 Tucker Street
Beltsville, Maryland 20705
301-937-5980

National Glass Coatings Company
P.O. Box 3323
Gaithersburg, Maryland 20878

National Novelty Brush
P.O. Box 4096
Lancaster, Pennsylvania 17604
717-299-5681

Optic Bindery
101 Dover Road
Glen Burnie, Maryland 21061
301-261-1540

Penn Bottle & Supply Co.
7150 Lindbergh Boulevard
Philadelphia, Pennsylvania 19153
215-365-5700

Photo Research
3000 North Hollywood Way
Burbank, California 91505
213-843-6100

Pohlig Brothers
Century Division
P.O. Box 8069
Richmond, Virginia 23223
804-644-7824

Process Materials Corporation
301 Veterans Boulevard
Rutherford, New Jersey 07070
201-935-2900

Qualimetrics, Inc.
31 Airport Road
P.O. Box 230
Princeton, New Jersey 08542
609-924-4470

Qualimetrics, Inc.
P.O. Box 41039
Sacramento, California 95841
916-928-1000

Read Plastics
12331 Wilkins Avenue
Rockville, Maryland 20852
301-881-7900

Rogers Office Supply
110 North Market Street
Frederick, Maryland 21701
301-663-4311

Schwab Safe Company
P.O. Box 5088
Lafayette, Indiana 47904
317-447-9470

Shirley A. Dyak & Associates
97 Poplar Grove Road
Warrenton, Virginia 22186
703-349-4621

Sierra-Misco, Inc.
1825 Eastshore Highway
Berkeley, California 94710
415-843-1282

Solar Screen Corporation
53-11 105th Street
Corona, New York 11368
718-592-8222

Steel Fixture Manufacturing Co.
P.O. Box 917
Topeka, Kansas 66601
913-233-8911

Summit Chemical Company
7657 Canton Center Drive
Baltimore, Maryland 21224
301-282-5200

Techni-Tool Inc.
Apollo Road
P.O. Box 368
Plymouth Meeting, PA 19462
215-825-4990

Thomas Scientific
99 High Hill Road
P.O. Box 99
Swedesboro, New Jersey 08085
609-467-2000

Transparent Glass Coatings Co.
1959 South La Cienega Blvd.
Los Angeles, California 90034
213-870-4777

U.S. Government Printing Office
Superintendent of Documents
Washington, D.C. 20402

United States Safety Service
P.O. Box 1237
Kansas City, Missouri 64141
816-842-8500

University Products
P.O. Box 101
Holyoke, Massachusetts 01041
800-628-1912

VWR Scientific
6601 Amberton
Baltimore, Maryland 21227
301-796-8500

Visual Systems
1596 Rockville Pike
Rockville, Maryland 20852-1686
301-770-0500

Wards Natural Science Establishmnt
5100 West Henrietta Road
Rochester, New York 14692
800-962-2660
716-359-2502

Wheaton
1000 N. Tenth Street
Millville, New Jersey 08332
609-825-1100

Xerox Corporation
P.O. Box 9670
Arlington, Virginia 22209
202-527-7625

INDEX

Access Receiv Rpt 10-95 [F09]..... 6
Access Rec Rpt List 10-95a [F10].. 6
Accession Book 10-256 [F07]..... 7
Accession Folder 10-255 [F06]..... 7
Acid-free Storage Box 22x28 [A27].16
Air Purifiers.....36
ANCS Manual [F46]..... 9
Annotation Label 10-510 [F27].....24
Appliance Rollers [G08].....20
Archival Photo Album [A51].....14
Archival Copy Paper 8½x11 [A39]...14
Archival Photo Enc. 4x5 [A01].....11
Archival Photo Enc. 5x7 [A02].....11
Archival Photo Enc. 8x10 [A03]....11
Archival Photo Enc. 11x14 [A04]...11
Arch. Document Env. 6x9 [A08].....12
Arch. Document Env. 9x12 [A09]....12
Arch. Document Env. 11x15 [A10]...12
Arch. Print Box 11x14 [A20].....15
Arch. Print Box 16x20 [A21].....15
Arch. Print Box 20x24 [A22].....15
Arsenic Test Kit [N10].....23
Art Storage Racks.....29
Artist Brush Set [C21]..... 5

Belfort Charts [M14].....34
Brillianize [G10].....18

Calipers [C18]..... 5
Catalog Box [C01]..... 5
Catalog Record 10-254CR 3pt [F01]. 6
Catalog Record 10-254CR 2pt [F50]. 6
Catalog Record 10-254CR 1pt [F51]. 6
Catalog Record 10-254NH 3pt [F03]. 7
Catalog Record 10-254NH 2pt [F52]. 7
Catalog Record 10-254NH 1pt [F53]. 7
Catalog Work Sheet 10-254C [F04].. 7
Catalog Work Sheet 10-254D [F05].. 7
Clear Lacquer [C05]..... 5
Collection Mgmt Rept 10-94 [F08].. 6
Compactor Moveable-Aisle Storage..30
Conserve O Gram..... 9
Container List 10-96 [F11]..... 6
Copy Binders, Original [F31]..... 7
Copy Binders, Working [F30]..... 7
Cotton Gloves, sure-grip [G18]....18
Cotton Gloves, white [C23]..... 6
Crowquill Pen [C30]..... 5

Deed of Gift 10-830 [F16]..... 7
Dehumidifier.....35
Doublewide Museum Cabinet.....26
Document Box, letter [A18].....15
Document Box, legal [A19].....15
Double-faced tape [A49].....13
Drawer Pads [G06].....20
Dusting Brush, large [G01].....19
Dusting Brush, small [G13].....19

Egg Box Label 10-508 [F25].....24
Entomology Cabinet.....27
Expan Manu Folder, letter [A16]..11
Expan Manu Folder, legal [A17]...11

File Folders, Legal [A15].....11
File Folders, Letter [A14].....11
Flammable Liquid Storage Cab.....31
Flat Storage Cabinet, Large.....28
Foil-lined Env. 10x12 [A26].....12
4-Fold Photo Enc. 4x5 [A05].....11
4-Fold Photo Enc. 5x7 [A06].....11
4-Fold Photo Enc. 8x10 [A07].....11

GSA Utility Cabinet.....28
Geology Label 10-504 [F21].....24
Gift Acknowledgement, Lg [F38]... 8
Gift Acknowledgement, Sm [F39]... 8
Gun Vault, Security.....28

Herbarium Blotter (Drier) [N28]..23
Herbarium Cabinet.....27
Herbarium Corr Ventilator [N27]..23
Herbarium Folder [N03].....23
Herbarium Fragment Folder [N04]..23
Herbarium Glue [N05].....23
Herbarium Label 10-512 [F29].....24
Herbarium Mounting Sheets [N02]..23
Herbarium Portfolio [N26].....22
Humidity Indicating Strips [M16].33
Humidifier.....35
Hydrometer [N29].....24
Hygrometer [M02].....33
Hygrometer, Electronic.....35
Hygrothermograph.....33
Hygrothermograph Charts.....34
Hygrothermograph Point [M26].....34

Incoming Loan Agree 10-98 [F13]... 6
Incoming Loan List 10-98A [F14]... 6
Ink, Black Permanent [C06]..... 5
Ink, Hygrothermograph [M17].....34
Ink, White Permanent [C37]..... 5
Insect Label 10-509 [F26].....24
Insect Pin, size 000 [N20].....22
Insect Pin, size 1 [N21].....22
Insect Pin, size 4 [N22].....22
Insect Pin, size 6 [N23].....22
Insect Pinning Bloc [N24].....22
Insect Spreading Board [N25].....22
Insect Tray 4x1x1 [N14].....22
Insect Tray 4x2x1 [N13].....22
Insect Tray 4x3x1 [N12].....22
Insect Tray 4x7x1 [N11].....22
Insulated File Cabinet.....29
Inventory Mus Prop, 10-349 [F54].. 7
Inventory Mus Prop, 10-349A [F55]. 7
Inventory Mus Prop, 10-349B [F56]. 8
Inventory Mus Prop, 10-349C [F57]. 8
Interleaving Paper 11x14 [A36]....13
Interleaving Paper 16x20 [A37]....13
Interleaving Paper 20x24 [A38]....13
Invertebrate Label 10-503 [F20]...24

Jar, 4-oz [N16].....23
Jar, 8-oz [N17].....23
Jar, 16-oz [N18].....23
Jar, 32-oz [N19].....23

Lab Pen [A50].....15
Latex Gloves [M31].....18
List of Objects 10-95A [F10]..... 6
Loan of Specimen 10-127 [F15]..... 6

Magnet [C07]..... 6
Magnetic Letters 1/2" [C28]..... 8
Magnetic Letters 1" [C29]..... 8
Magnetic Numbers 1/2" [C26]..... 8
Magnetic Numbers 1" [C27]..... 8
Magnifier [C20]..... 6
Map Cabinet.....28
Map Folder.....12
Media Safe, File, Insert.....29
Metric Conversion Chart [C22]..... 5
Metric Scale, small [C31]..... 9
Metric Scale, large [C32]..... 9
Mineral Label 10-511 [F28].....24
Museum Handbook, Part I [F44]..... 9
Museum Handbook, Part II [F42].... 9
Muslin 36"x40 yd bolt [G03].....18

Mylar Envelope 4x5 [A53].....12
Mylar Envelope 5x7 [A54].....12
Mylar Envelope 8x10 [A55].....12
Mylar Envelope 11x14 [A56].....12
Mylar Roll 36x100 [A57].....13

Needles [C16]..... 5

Object Treatment Req [10-252].... 6

Paleontology Label 10-505 [F22]..24
Pallet Racks.....29
Pencil "H" [C11]..... 5
Pest Traps, Mr. Sticky [M25].....36
Photo Enclosure Box 4x5 [A23]....15
Photo Enclosure Box 5x7 [A24]....15
Photo Enclosure Box 8x10 [A25]...15
Photo ID Stand 3x5 [C24]..... 8
Photo ID Stand 5x8 [C25]..... 8
Plant Press [N01].....22
Plastic Screen.....18
Poly Photo Page 4x5 [A42].....14
Poly Photo Page 5x7 [A43].....14
Poly Slide Page [A41].....14
Poly 35mm Film Page [A40].....14
Polyethylene Sheeting.....19
Post 2-1/2" [F33]..... 7
Post 3" [F34]..... 7
Psychrometer, Mechanized.....34
Psychrometer Wick [M18].....34

Racks, Special.....30
Rapidograph Pen [C10]..... 5
Rare Doc. Folder 9x11 [A13].....13
Record Storage Box [A44].....16
Respirator w/filters [M19].....19
Retrofit Gasket [G17].....20
Roll Label, small [C34]..... 8
Roll Label, large [C35]..... 8
Ruler, Clear [C14]..... 5

Sash Lock [G07].....20
Sierra Misco 7 Day Charts [M22]..34
Sierra Misco 30 Day Charts [M23].34
Silica Gel 1 unit [M06].....36
Silica Gel 4 unit [M07].....36
Silica Gel 16 unit [M08].....36
Silica Gel Indicating [M09].....36
Silver Protect Strip [M05].....36
Skull Box Label 10-502 [F19].....24
Sling Psychrometer [M04].....34
Slotted Angle Racks.....30

Solar Control, Clear [M11].....36
Solar Control, Light [M12].....36
Solar Control, Dark [M13].....36
Specialized Storage Structure.....30
Specimen Tray 1x2 [A28].....15
Specimen Tray 2x3 [A29].....15
Specimen Tray 3x5 [A30].....15
Specimen Tray 5x7 [A31].....15
Specimen Tray 7x11 [A32].....15
Specimen Tray 11x14 [A33].....15
Specimen Tray 5x29 [A34].....15
Standard Museum Cabinet.....26
Steel Shelving.....29
Streak Plates [N30].....24

Tags, Round 1-9/16" [C08].....19
Tags, Round 2-1/4" [C09].....19
Tape, Magnetic [C33]..... 9
Tape Measure, Metal [C12]..... 5
Tape Measure, Cloth [C13]..... 5
Temporary Removal 10-97 [F12]..... 6
Textile Marking Tape [C15]..... 5
Thermometer [M03].....33
Thread [C17]..... 5
Tissue, buffered [A11].....14
Tissue, unbuffered [A12].....14
Tweezers [C19]..... 6

UV Filter Sleeves [M10].....35
UV Monitor.....35

Vertebrate Label 10-501 [F18].....24
Vertebrate, small 10-507 [F24]....24
Vial, 1-dram [N07].....23
Vial, 4-dram [N08].....23
Vial, 8-dram [N09].....23
Visible Light Meter.....35
Visual Storage Case.....27

Wardrobe Museum Cabinet.....27
Wax, Butchers [G12].....19
Wax, Staples [G11].....19
Weathermeasur Charts [M15].....34
Wet Plant Label 10-506 [F23].....24
Wet Specimen 10-500 [F17].....24
Wire Shelving.....30
Worksheet, 10-254C [F04]..... 7
Worksheet, 10-254D [F05]..... 7

Ziplock Bag 4x4 [A45].....14
Ziplock Bag 6x6 [A46].....14
Ziplock Bag 8x8 [A47].....14
Ziplock Bag 12x12 [A48].....14

We thank the following companies for contributing illustrations for use in this listing:

Airguide Instrument Company
Blaydes Lock Company
Carolina Biological Supply Company
Conservation Resources International
Crystalizations Systems, Inc.
Hollinger Corporation
Interior Steel Equipment Company
Light Impressions Corporation
Provo Steel and Supply Company
Qualimetrics Incorporated
Steel Fixtures Manufacturing Company
Thomas Scientific
University Products
Wards Natural Science Establishment

UNIVERSITY OF GEORGIA LIBRARIES
3 2108 04834 5527